



Elmhurst Park District – Picnic Permit Application (2026)

Picnic shelters and designated picnic areas may be rented seven days a week from May through October, between 7:00 AM and 8:00 PM. A completed application, signed waiver, applicable fees, and a refundable security deposit must be submitted no later than 72 hours prior to the requested rental date. A Certificate of Insurance may be required for certain events.

Acknowledgment of Use Conditions (Initial Required)

Motorized vehicles are not permitted to drive into park property. Initials:

Inflatables, carnival games, amusement rides, and tents larger than 10' x 10' are prohibited. Initials:

Food trucks or mobile food vendors are not permitted on Park District property. Initials:

This permit applies only to the picnic area or shelter listed on this application. Initials:

Electronic amplified sound (speakers, DJs, bands, PA systems) is prohibited. Initials:

A. Applicant / Organization Information

Organization Name:

Applicant Name:

Street Address:

City:

State:

Zip Code:

Cell Phone:

Alternate Phone:

Email Address:

B. Event Information

Available Picnic Shelters and Capacity:

- Butterfield Shelter (40)
- Salt Creek Shelter (150)

Available Picnic Areas & Capacity:

- Berens Park (35) • Salt Creek Park (50)
- Wilder Park – Blue (50) • Wilder Park – Green (50) • Wilder Park – Yellow (50)

Requested Location:

Projected Attendance:

Reservation Date:

Alternate Date:

Event Start Time:

Event End Time:

Brief Description of Event:

C. Permit Fees

Resident Fees:

- Weekday Shelter: \$52
- Weekend/Holiday Shelter: \$121
- Weekday Picnic Area: No Charge
- Weekend/Holiday Picnic Area: \$98

Non-Resident Fees:

- Weekday Shelter: \$172
- Weekend/Holiday Shelter: \$182
- Weekday Picnic Area: \$151
- Weekend/Holiday Picnic Area: \$162

All permits require a \$100 refundable security deposit. Refunds are issued 5–7 business days after the event, pending inspection. No refunds are issued for weather-related cancellations.

D. Rules and Regulations

1. The permit holder must comply with all Park District rules, ordinances, and staff direction.
2. Users shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date and nature of the event no later than twenty-one (21) days prior to the event. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be more than User's insurance and shall not contribute to it. User's insurer shall agree to waive all rights of subrogation against the District/ SRA.

This insurance requirement may be waived or modified upon written approval by the District/SRA.

3. Users shall not enter, occupy or use this listed facility until the time and date specified above. Users shall vacate the facility at the time and date indicated above or be charged a pro-rata amount for every one-half (1/2) of overtime use.
4. Permit holders have priority over non-permitted groups. If a problem occurs, contact Registration at (630) 993-8900 or the Park Ambassador at (630) 675-4491.
5. The Park District does not grant refunds due to weather conditions or cancellations.
6. The applicant must be at least 21 years of age and is responsible for all participants and guests.

7. Motorized vehicles in the park, alcohol, tobacco, controlled substances, fires, food trucks, inflatables, and amplified sound are prohibited. Portable grills are permitted subject to Park District specifications. Charcoal grills must be 22.5 inches or less in diameter and are only permitted in locations with coal bins. Coal must be completely extinguished and placed in the coal bins provided by the district. Gas grills must have a tank less than 20 pounds. Do not place grills on picnic tables.
8. Permit holders are responsible for leaving the area clean and free of decorations and debris. Failure to do so may result in forfeiture of the security deposit.
9. User shall be responsible for and will pay for any damage to District/SRA property arising out of the use of the said facility pursuant to this Agreement.
10. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain because of this Agreement. User further agrees to waive and release the District/SRA from all losses, claims, suits or judgments or damages that User might sustain because of all activities connected with or associated with this Agreement.
11. No District equipment or property shall be removed from the premises without written permission of the District.
12. Parks close at dusk.
13. All rules/regulations/laws/ordinances of federal, state, local and/or Elmhurst Park District must be followed.

This rental agreement may be revoked at any time at the discretion of the District/SRA due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.

E. Waiver, Indemnification, and Signature

I certify that the information provided is accurate and that I am at least 21 years old and authorized to submit this application. I agree to indemnify and hold harmless the Elmhurst Park District, its officers, agents, and employees from any claims or damages arising from the permitted event. I acknowledge and agree to comply with all federal, state, local, and Park District rules and regulations.

Printed Name:

Applicant Signature:

Date: